

## 2018 Early Postsecondary Test Exam Fee Assistance Program for Economically Disadvantaged Students Procedures and Requirements International Baccalaureate

### OVERVIEW

The Tennessee Department of Education will provide funds to maintain the subsidized fees for exams taken during fiscal year 2018. Through the Early Postsecondary Exam Fee Assistance program, the department will cover a portion of the fees for IB Diploma Programme exams taken by economically disadvantaged students. For the 2017-18 school year, the department is able to reimburse districts \$100 for each IB Diploma Programme exam taken by an economically disadvantaged student.

Candidate Subject Fee	\$119
Test Fee Assistance per exam (provided through TDOE)	\$100
Final IB subject fee for economically disadvantaged students	\$19

IB Diploma Programme Fees that are **not allowable costs** under the state's Early Postsecondary Exam Fee Assistance program include:

- candidate registration fees, and
- core requirement fees (Extended Essay, Theory of Knowledge, and Creativity Action and Service)

### REQUIREMENTS FOR SCHOOLS

Schools must complete the following requirements in order to be eligible for the reimbursement provided through the Early Postsecondary Exam Fee Assistance program. All information requested will be collected and retained in secure locations to ensure the integrity of these sensitive data is not compromised. This information is collected in order to ensure that students receiving grant funds meet the federal eligibility requirements for this grant.

1. **Complete the required IB exam fee reimbursement forms.** Each form is provided as a separate worksheet (tab) in the 2018 IB Exam Reimbursement Required Forms excel document.
  - Request for Reimbursement
  - IB Exam Summary and Student Roster
  - Assurances
2. **Submit payments to the IB Organization** and obtain receipt/proof of payment.
3. **Compile and submit all required documents.** Mail a signed hard-copy of the IB exam fee reimbursement forms *and* a copy of your school's 2018 IB Organization invoice and proof of payment to:

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4. **Retain IB Exam Reimbursement Forms:** Retain all information documenting student participation and supporting documentation for eligibility for the Early Postsecondary Exam Fee Assistance program for at least five years.

### STUDENT ELIGIBILITY CRITERIA

Prior to the 2017-18 school year, student enrollment in the Federal Free or Reduced-Price Lunch Program could be used as a proxy to determine eligibility for the Early Postsecondary Exam Fee Assistance program. However, under the new Community Eligibility Provision (CEP), all students at a participating school receive free meals through the Federal Free or Reduced-Price Lunch program regardless of their individual economic status. The department has made adjustments to the list of criteria used to determine eligibility for exam fee reductions to account for CEP participation.

**For schools/districts that are not participating in CEP**, the following criteria can be used to determine eligibility for AP exam fee reductions:

The student is enrolled or eligible for the Federal Free or Reduced-Price Lunch Program during the 2017-18 school year. Students are eligible for free or reduced-price lunches if:

- their family's income is at or below 185 percent of the poverty level issued annually by the U.S. Department of Health and Human Services, or
- the students are directly certified without application for free school meals because they are:
  - in foster care or Head Start, or
  - homeless or migrant, or
  - living in households that receive SNAP/Food Stamps, TANF cash assistance, or the Food Distribution on Indian Reservation benefits.

**For schools/districts that are participating in CEP**, the following criteria can be used to determine eligibility for exam fee reductions:

- The student's family's income is at or below 185 percent of the poverty level issued annually by the U.S. Department of Health and Human Services, or

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- The student qualifies as an “identified student” because he or she is:
  - in foster care or Head Start, or
  - homeless or migrant, or
  - living in households that receive SNAP/Food Stamps, TANF cash assistance, or the Food Distribution on Indian Reservation benefits.

**All schools/districts, regardless of CEP participation,** can use any of the following criteria to determine which students qualify for the exam fee reductions:

- The student’s family income is at or below the Census Bureau’s “poverty threshold.” The Census “poverty threshold” varies by family size and the ages of family members, but it is not adjusted for differences in the cost of living, including the higher costs of living in Alaska and Hawaii. If your school chooses to use the Census Bureau’s “poverty threshold” to determine a student’s economically disadvantaged status and eligibility, it should use the 2017 “poverty threshold” information available at the [U.S. Census Bureau website](https://www.census.gov/povdata/thresholds/).
- The student’s family receives assistance under Part A of Title IV of the Social Security Act.
- The student is eligible to receive medical assistance under the Medicaid program under Title XIX of the Social Security Act.